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General

1. **Q: Where can I learn more about the federal TechHire Initiative?**
    - To find out more about the White House's TechHire initiative, visit: https://www.whitehouse.gov/issues/technology/techhire.
    - To learn about how TechHire fits in the broader effort across the nation to increase diverse peoples' access to IT jobs, visit the Opportunity@Work website: http://www.opportunityatwork.org/#opportunityatwork

2. **Q: Where can I learn more about the TechHire Partnership Grant?**
    - To access the U.S. Department of Labor's TechHire Partnership Grant funding opportunity announcement, visit the grants.gov site: http://www.grants.gov/web/grants/view-opportunity.html?oppId=280094

3. **Q: Where can I learn more about the City of Minneapolis' work on the TechHire Initiative?**
    - Please visit the Minneapolis Employment and Training TechHire site: http://www.ci.minneapolis.mn.us/cped/metp/TechHire

4. **Q: What are the application and submission requirements?**
    - The application and submission requirements are contained within the solicitations. The solicitations are available at the Minneapolis Employment and Training drop-down menu at the following website: http://www.ci.minneapolis.mn.us/cped/cped_rfp

5. **Q: We would like to apply to multiple solicitations. Can we submit just one application and be considered for all of them?**
    - No. Applicants must submit one application per solicitation to be considered. For example, if an organization wants to apply for all three opportunities, then the applicant needs to submit separate applications for each solicitation (Workforce Intermediary, Training Partner, and Employment Service Provider). It is recommended that applicants confirm they are eligible before submitting their proposal.

6. **Q: As a core component of our intermediary work, our organization provides training such as apprenticeship and pre-apprenticeship programming bootcamps. Given that, do we need also to submit a proposal in response to the TechHire Training partner Request for Proposal?**
    - There is no limit to the number of proposals an organization can submit. Applicants must submit a proposal to the respective solicitation that they are interested in providing services. For instance, an organization that submits a proposal to the Workforce Intermediary RFP would need to submit a proposal to the Training Partner RFI if that

organization wanted to serve as both the intermediary and as a training partner. (Please see question 5, above).

7. **Q: Will the Employment Service Provider and Workforce Intermediary funding be contract reimbursement or pay-for-performance models?**
    - The final budget and payment method will be determined through the human center design project planning process. For the Workforce Intermediary, it is anticipated that a combination of billable services and pay-for-performance will be used. Employment service providers receive funds as contracted sub-recipients; therefore, all payments are service - related and based on the activities allowed under the federal grant source.

8. **Q: The scopes of services seem to run together between the three solicitations. Any guidance of funding levels for each partner for outreach and job placement?**
    - In general, training partners are asked to define their activities related to skills-based, career-related training leading directly to IT employment. Funds will be directed to this training, through tuition payment, and not to student outreach activity. However, it should be noted that training partners will be posting their available, grant-funded training with the program's intermediary service.
    - Outreach to target populations will be funded activities for both the intermediary and the employment service provider. The final budget for these activities will be based on the outcome of human centered design planning as well as review of proposals submitted.
    - Training partners will not be funded for job placement under the tuition payment structure. However, job placement results will be tracked, reported, and evaluated through human centered design methodology incorporated in grant implementation. Funded training should lead to the job outcomes included in proposals.

9. **Q: Has there been a determination of how the City of Minneapolis will budget out federal grant funding between the Training Partners, Employment Service Providers, and Workforce Intermediary?**
    - No. We have not finalized the total budget for the federal grant application.

Training Partner Proposals

10. Q: Where should I submit our Training Partner proposal?
- Training Providers shall submit electronic and hard copies of their training proposals. Training Providers shall submit an original and eight (8) hard copies of their proposal to City of Minneapolis Employment and Training:

  > City of Minneapolis Employment and Training
  > Request for Proposals:
  > TechHire Partnership Grant – Training Providers
  > 105 5thAvenue South, Suite 200
  > Minneapolis, MN 55401-2593

  Training Providers shall also submit an electronic copy of the proposal via email to the following address: marie.larson@minneapolismn.gov. The email's subject line should state: "TechHire Partnership Grant – Training Providers."

  The submittal (both electronic and hard copies) shall be made at, or before, **12:00 P.M. CST, February 5, 2016. NOTE: Late Proposals may not be accepted.**

11. Q: Please define "mid-to-advanced level positions in IT."
- A median wage at placement goal will be defined, measured and reported throughout this project. The goal of TechHire is to recruit, train and place underserved jobseekers into occupations for which they were not previously considered, or for which they were previously unprepared. Training should equip jobseekers with the skills, training and education to move into employment and to advance into higher-level jobs. Organizations applying to open solicitations are asked to define career pathways strategies for entry-level employees, with the goal of assisting participants to continue to advance into jobs which pay at – or above – the median wage goal. It should also be noted that individuals with no prior experience will be expected to start in entry-level positions with advancement opportunity (i.e. software developers, support technicians, coders, network technicians, etc.) The overall goal of the project will be to assist all enrolled individuals, including those who start in entry-level jobs, to advance into mid-to-high level IT positions.

12. Q: Who is financially and operationally responsible for building out and maintaining satellite training labs?
- The Training Partner would be financially and operationally responsible for building and maintaining training labs.

13. Q: For training providers, is there an anticipated per-credit fee cost (or range) or expected methodology for determining fees?
- The solicitation for training partners does not pre-suppose a tuition cost. We are interested in a competitive proposal process. Reviewers will evaluate the experience and capacity of applicants to deliver the proposed services, based upon the evaluation criteria outlined in the Training Partner RFI. Please see Attachments A, B, and C for more information on the

scope of services, eligibility screening, and the scored responder questions. An overall cost per participant will be determined in the final grant application, and an "average" training cost per participant will be determined.

14. **Q:** **What is required under the rating criteria on page 9, item number 1: Condensed, full-length semester (or trimester) programs that lead to a diploma or degree**
   - This item appears in the "bonus points" section of the solicitation, and will be worth up to 15 points. Respondents who mark this item with a "yes" are asked to provide detail on page 10 of the solicitation, under item D – bonus points. Please provide information on your organization's capacity/ability to deliver this training for TechHire program participants.

15. **Q:** **Since tuition payment follows the student, would the student be able to use grant funds for a non-eligible training?**
   - Training partners selected/listed will also represent the universe of training partners who are eligible to receive grant funds. Students may choose alternative trainings, but grant funding can only be expended on eligible, pre-approved trainings.

16. **Q:** **How will training partners in select counties be factored into the overall plan?**
   - This will be determined of a review panel, based on a holistic evaluation of all incoming proposals. Human center program design will be used to evaluate training program needs, based on the ability of training providers to meeting the geographic, participant demographic, and business needs of TechHire

17. **Q:** **Our organization is in process of registering with the Minnesota Office of Higher Education. If we aren't certified by the application deadline, then are we still eligible to apply for training partners.**
   - This organization may choose to respond, while clearly explaining within their application that registration is pending. Grant funding will not be expended on this training organization until registration with the Minnesota Office of Higher Education is finalized.

18. **Q:** **How will assessment be conducted? Is there an expectation that training partners conduct assessment?**
   - The Training Partner Solicitation (see Letter K page 11) requests that prospective training partners provide information on participant assessment.

19. **Q:** **Training must lead to mid-level to high-level jobs in IT. Our organization provides training that prepares candidates for entry-level jobs with opportunity to advance. Should we apply?**
   - It is recommended that your application include information on the training you provide and associated/target jobs and outcomes. Also, provide information on your strategies for assisting enrolled participants to advance to that information to support your proposal.

20. **Q:** **Should applicants parse out information for different types of participants (age, demographic)?**
   - Likely the services will be provided through a range of opportunities for job-seekers in the ranges of career pathways. Please refer to the Training Partner solicitation (see Letter M, page 11) for more information.

21. **Q:** **Do all of the trainings need to be outlined, considering that it is a 48 month project period. How will you evaluate based on demand, and how will you add trainings if these are needed over a four-year project?**

    - The Training Partner solicitation (see Letter K, page 11) asks applicants to provide detailed descriptions of training which leads to mid-to-high skill, in-demand jobs in IT. As the program evolves, the need to add training will be considered based on human centered design factors. The fiscal agent will follow federal DOL guidance for adding programming to the initially-funded training partners and programs, as needed.

22. **Q:** **Since equipment isn't allowable, is curriculum development available for budget?**

    - Tuition costs are a bucket item for the City's grant budget, with no separate line item available for curriculum development.

Workforce Intermediary RFP

23. Q: Where should I submit our proposal to the Workforce Intermediary RFP?
- The Contractor shall submit electronic and hard copies of the proposal. The Contractor shall submit an original and eight (8) hard copies of their proposal to the City of Minneapolis Procurement Office, labeled:

> City of Minneapolis - Procurement
> Request for Proposals for:
> TechHire Partnership Grant – Workforce Intermediary Services
> 330 2nd Avenue South, Suite 552
> Minneapolis, MN 55401

  The Contractor shall submit an electronic copy of the proposal via email to the following address: RFP.Responses@minneapolismn.gov. The email's subject line should state: "TechHire Partnership Grant – Workforce Intermediary Services."

  The submittal shall be made at or before 12:00 P.M. February 5, 2016.
  NOTE: Late Proposals may not be accepted.

24. Q: Do you want an annual budget or 4-year? And should the budget abide by any known U.S. Department of Labor restriction?
- Please provide an annual budget for conduction of services in the items 1-9.

25. Q: Are budgets restricted by U.S. Department of Labor requirements? Can we include equipment costs or other costs that may be needed to provide our proposed services?
- As federal grantee, the City would be restricted to U.S. Department of Labor requirements. These restrictions would be passed on to contractors and sub-recipients under the City's federal award agreement.
- The applicant is recommended to provide supporting information about what costs are associated with its budget to provide the proposed services.

26. Q: Will the Workforce Intermediary be solely responsible for outreach to potential students?
- No. Outreach activities to potential jobseekers and potential students will be performed by the Workforce Intermediary, Training Partners, and Employment Service Providers.

Employment Service Provider RFI

27. **Q: Where should I submit our proposal to the Employment Service Provider RFI?**
    - The prospective sub-recipient ESP (i.e. applicant) shall submit an original and eight (8) copies of their proposals to the City of Minneapolis Employment and Training:

        City of Minneapolis Employment and Training
        Request for Proposals:
        TechHire Partnership Grant – Sub-Recipient/Employment Service Provider
        105 5th Avenue South, Suite 200
        Minneapolis, MN 55401-2593

        Respondents shall submit, along with paper copies of proposal, an electronic copy of the proposal via email to the following address: marie.larson@minneapolismn.gov. The email's subject line should state: "TechHire Partnership Grant – Sub-Recipient/Employment Service Provider."

        The complete submittal shall be made at or before **12:00 P.M. February 5, 2016.**
        NOTE: Late Proposals may not be accepted.

28. **Q: Are federal funds eligible to be considered as leverage?**
    - Federal guidance has indicated that federal funds can be eligible to leverage in this program.

29. **Q: Will leveraged funds need to be tracked and /verification.**
    - Federal guidance has indicated that leveraged funds should be tracked.

30. **Q: Does the leveraging assume new funding or can it be from existing sources, such as existing Administrative Overhead?**
    - No, the leveraging questions do not assume new funding. It is recommended that applicants describe in detail potential leverage funds, including federal sources.

31. **Q: If we have outreach activities that we do, and we bring someone in that is not associated with an ESP, then do we refer to an ESP. For example, a reverse referral process?**
    - A reverse-referral and cross-referral process will be developed through human centered design.

32. **Q: How many clients do you want to serve?**
    - The target number is not finalized. Based on the TechHire Partnership Grant Funding Opportunity Announcement, an estimated $3-4 million total budget should serve approximately 400-524 participants over the entire grant period.

33. **Q: If the lead applicant is registered with the Office of Higher Education, do all partner organizations need to be registered also?**
    Any organization receiving tuition payments must be registered with the Minnesota Office of Higher Education. Applicants should explain the role of partner organizations within their application.

34. **Q:** **If an organization has a waiver from the Office of Higher Education due to not charging tuition, is the organization still eligible to apply?**
    - Unless this organization is requesting training funds through this grant source, no application is needed.

35. **Q:** **Please define "Registered Apprenticeship."**
- See the U.S. Department of Labor's description of "Registered Apprenticeship" here: https://www.doleta.gov/OA/apprenticeship.cfm
- The U.S. Department of Labor's TechHire Partnership Grant FOA provides the following description of a "Registered Apprenticeship" (page 11):

    Registered Apprenticeships Registered Apprenticeship programs combine job-related technical instruction with structured on-the-job learning experiences. Registered Apprenticeships are innovative work-based learning and post-secondary "earn-and-learn" models that meet national standards for registration with the U.S. Department of Labor or federally recognized State Apprenticeship Agencies (SAAs). Most Registered Apprenticeship opportunities include on-the-job training and classroom instruction that is provided through apprenticeship training centers, technical schools, community colleges, and even distance learning. Often Registered 11 Apprenticeship sponsors work directly with community colleges that ultimately provide college credit for Registered Apprenticeships. 21st century apprenticeship approaches are flexible and can be easily customized to meet the needs of the employer and apprentice. Apprentices are hired and earn a wage upon registration, and receive progressive wages commensurate with their skill attainment throughout the training program.

    After completion of a Registered Apprenticeship program, the apprentice earns a nationally recognized credential from the Department of Labor that is portable and stackable. Registered Apprenticeship training is distinguished from other types of workplace training by several factors: (1) participants who are newly hired (or already employed) earn wages from employers during training; (2) programs must meet national standards for registration with the U.S. Department of Labor (or federally-recognized SAAs); (3) programs provide on-the-job learning and job-related technical instruction; (4) on-the-job learning is conducted in the work setting under the direction of one or more of the employer's personnel; and 5) training results in an industry-recognized credential and/or college credit.

    Link to TechHire Partnership Grant FOA: https://www.doleta.gov/grants/pdf/FOA-ETA-16-01.pdf

36. **Q: How many references should be included for Employment Service Providers?**
    - There is no minimum number of references required, but it is recommended that the number be a manageable amount so the Review Panel can follow up as needed. Two references should suffice.